

## Send a letter to the Editor!

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To send a letter to the editor of any online news organization, the email address for the Letters Editor can generally be found under "Contact Us" at the bottom of the home page. We are focusing on these newspapers:

- **SF Chronicle (200 words or fewer)**, <http://www.sfgate.com/submissions/>
- **Sing Tao Daily, Send to Editor, 5000 Shoreline Ct., Suite 300, S. San Francisco, CA 94080**
- **SF Examiner**, <https://posting.sfexaminer.com/sanfrancisco/ContactUs/Page>
- **East Bay Times, email to [letters@bayareanewsgroup.com](mailto:letters@bayareanewsgroup.com). Write a letter with a Bay Area perspective for this one.**
- **El Tecolote, email to [editor@eltecolote.org](mailto:editor@eltecolote.org)**
- **Let us know if you have a paper you'd like us to add to our list!**

### Guidelines for letter to the editor:

- **Be clear:** Make one main point. You can choose to include your powerful sentence from the twitter activity at the ECE Issues luncheon.
- **Be timely:** Writing **now** will give newspapers information in regards to ECE during budget season. You can also write your letters in response to something you see in their paper.
- **Include contact information:** Include your full name, city, state, phone # (many news organizations will call you to verify you really wrote the letter – and not print anonymous letters).
- **Be concise:** 1- 3 paragraphs, 50-200 words. Short letters show confidence in your position.
- **Send us a copy of your letter!** We will share again, post online, and your stories are the most effective in persuading decision makers.
- **Be accurate:** Letters that are factually inaccurate are not printed.
- **Be interesting:** Get your reader's attention and keep it to the end of your letter. Open with an interesting fact or strong statement and keep your points as interesting as possible.
- **Avoid personal attacks:** Show respect for the opposite opinion. Being rude may cause people to disagree with you on principle.
- **Don't worry if your letter is not printed:** Even if it is well-written, it might not be printed if it addresses the same issue as letters already printed.

### In your letter, use the following format

**Heading:** To the Editor: (If writing directly to the writer, substitute Dear Mr./Ms. \_\_\_\_)

Re: "headline" and date of article

**Body:** 1-3 paragraphs

**Closing:** Your full name

City, state

Your phone # (If requested by news organization)

Adapted from <http://www.studentnewsdaily.com/letter-to-the-editor-guidelines/>